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DCI/ICS 6136-87  
5 March 1987

*ADMIN-SR*

ILLEGIB

16 MAY 1987

MEMORANDUM FOR:

[Redacted]

Executive Officer, ICS

25X1

FROM:

[Redacted]

Chief, Administrative Staff, ICS

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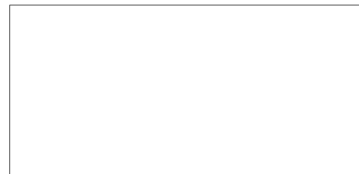
SUBJECT:

Inputs to Brief the New DCI Nominee on the ICS

REFERENCE:

Your memo dated 3 March 1987, subject as above

The administrative summary provided with reference has been revised  
and is attached.



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Attachment  
a/s



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March 1987

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## ADMINISTRATIVE STAFF, INTELLIGENCE COMMUNITY STAFF

### Mission

The Administrative Staff provides all administrative services to the Intelligence Community Staff (ICS). These include personnel, finance, budget, security, logistics, editorial and publication, registry, records management, transportation, and communications services. The Administrative Staff either provides these services itself or procures them from GSA, CIA, and other organizations. These services are provided to ICS components located in the

[redacted] Ames Building in Rosslyn, [redacted]  
[redacted] and the CIA Headquarters  
Building.

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### Functions

- Obtain supplies and equipment
- Operate motor pool
- Maintain heating, cooling, telephone and other building systems
- Supervise GSA guard force
- Install and maintain physical security mechanisms
- Obtain and pass compartmented security clearances
- Control visitor access to [redacted] (about 2500 visitors per month)
- Prepare and execute the ICS budget
- Disburse cash and issue GTRs
- Audit and certify expense vouchers
- Monitor payroll activities
- Receive and transmit cables
- Register and disseminate compartmented documents
- Provide classified courier runs
- Determine disposition of records for destruction or retirement to archives
- Obtain and administratively process new employees
- Counsel and arrange employee training
- Supervise procedures for employee promotion and assignment
- Edit manuscripts
- Arrange for printing and publication of formal documents
- Oversee electronic data processing activities
- Respond to other government agency administrative requests
- Schedule and administer conferences

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Subject: Inputs to Brief the New DCI Nominee on the ICS

Distribution: DCI/ICS 6136-87

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DCI/ICS/AS

5 March 1987

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